

# Creating a Content Folder

Published 10/31/2022 by Anh Lam

Folders help you organize content in your class. This article explains when to use folders, and how to create a folder.

## Organizing Content: Folders vs Learning Modules

You can organize course content into folders, and Learning modules.

There are key **similarities** between folders and Learning modules:

- Both are containers that allow documents, links, assignments, and other types of content to be stored inside of them.
- Both permit two levels of nesting.

There are also key **differences** between folders and learning modules:

- Learning modules cannot be placed inside folders or other Learning modules.
- Folders can be placed inside modules and other folders.
- Learning modules provide students with on-screen arrows that allow them to move to the next or go back to previous items.

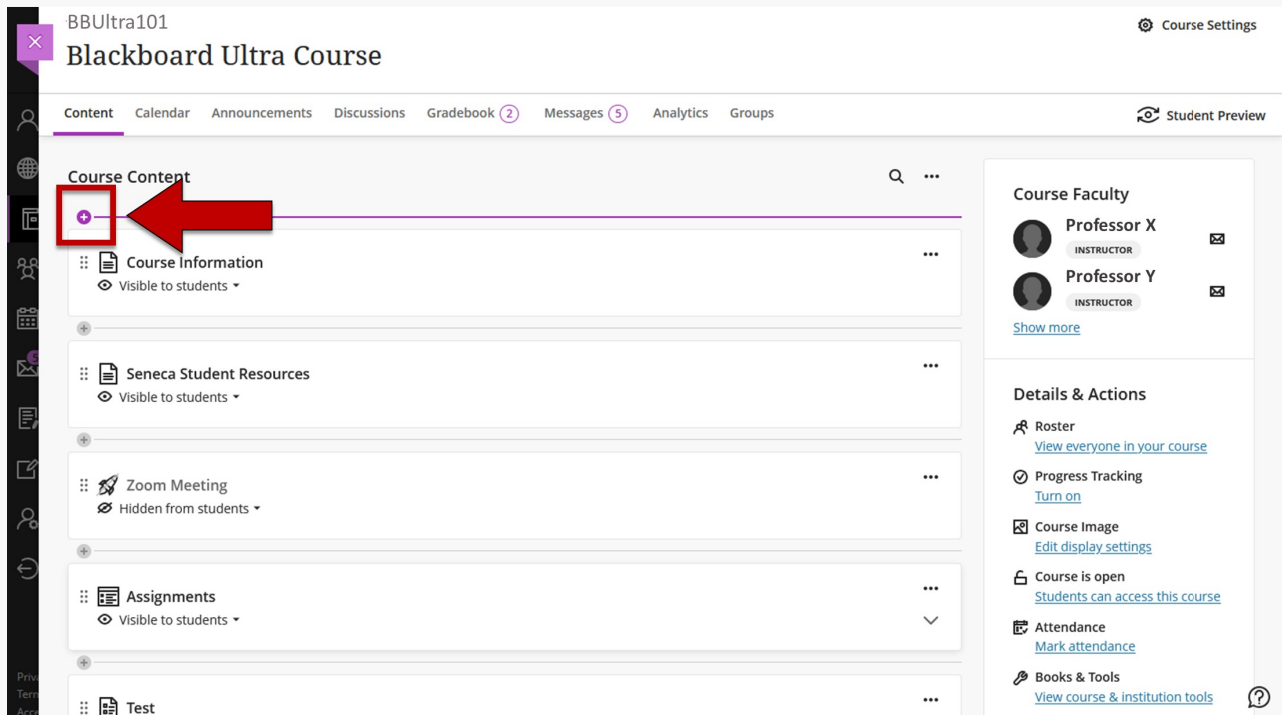
## When To Use Folders vs Learning Modules

**Folders:** Use folders when the items contained in that folder do not need to be viewed sequentially (ex: a series of links to different resources).

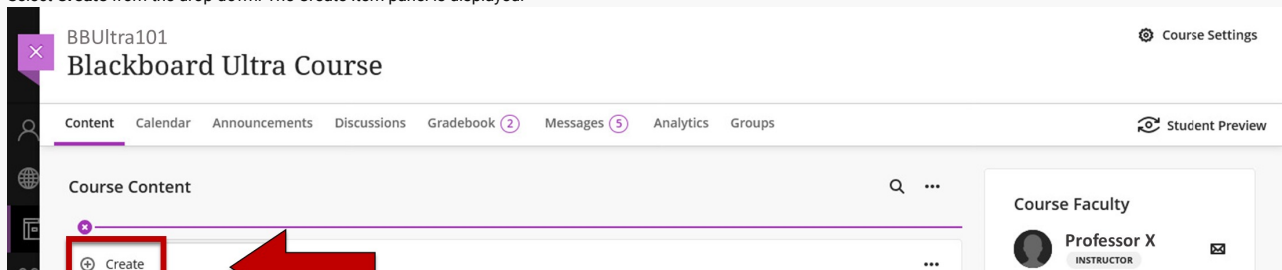
**Learning modules:** Use learning modules when you want students to work through content in sequence, such as a week's learning materials.

## How To Create A Folder

1. Select the **plus icon (+)** on the Course Content page.

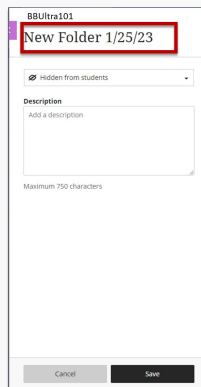
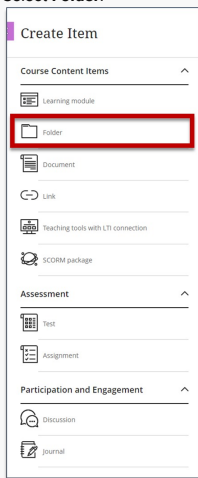


2. Select **Create** from the drop-down. The Create Item panel is displayed.



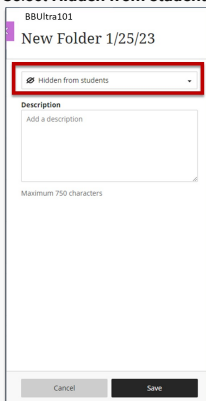


3. Select Folder.



4. Select the default title to edit the name of the folder.

5. Select **Hidden from students** to change the visibility of the folder.



6. Select the **Description** text box to add a description. **Note:** Descriptions are limited to 750 characters and cannot be styled (i.e., bold, underlined, coloured text, etc).



New Folder 1/25/23

Hidden from students

Description  
Add a description

Maximum 750 characters

Cancel Save

7. Select **Save**. The folder is displayed on the course content page.

BBUltra101  
New Folder 1/25/23

Hidden from students

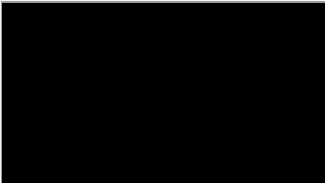
Description  
Add a description

Maximum 750 characters

Cancel Save

## Video

This short video covers folders and modules and takes a quick look at when to use each feature.



**How did you find this article?** Use the like button below if you found this article helpful.

tags : blackboard-ultra, content-folder, creating-a-content-folder, creating-folders, creating-learning-modules, folder, folders-learning-modules, learning-module, setting-up-your-course, ultra